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**Services**

**OTHER RECREATION MEMBERSHIP CLUBS  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Larry F. Flowers)  
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This instruction implements AFR 34-1, *Morale, Welfare, Recreation, and Services Programs*, by providing guidance and procedures for the operation of Air Force recreation clubs other than those covered in AFI 34-115, *Air Force Club Program* (formerly AFRs 215-11 and 215-13). This instruction applies to the Air National Guard upon mobilization.

**SUMMARY OF REVISIONS**

This instruction completely revises AFR 215-13; deletes paragraphs on appropriated and nonappropriated funds support, cash handling, buying and receiving, sanitation, housekeeping, prohibited transactions, awards, competitive events, reciprocal use, and club identification; eliminates RCS: MPC-MPCS(A)8003; *The Membership Club Information Report*, includes guidance on club establishment, dues, resale operations, and snack bars (chapter 1); references AFMAN 34-135, *Other Recreation Membership Club Procedures*, for operating procedures for rod & gun, skin diving & scuba, parachute, yacht, and riding clubs; and eliminates sections on motor vehicle and motorcycle clubs.

## Chapter 1

### GENERAL INFORMATION

**1.1. Program Purpose.** The purpose of recreation clubs is to meet the needs of special-interest groups. Some examples are rod and gun, riding, yacht, skiing, parachute, Volkssport, model airplane, and snow-mobile clubs.

**1.2. Club Establishment.** Clubs are organized as Services activities supported by a nonappropriated fund instrumentality according to AFI 34-201, *Use of Nonappropriated Funds* (formerly AFR 176-1). The Membership Support Flight Chief must consider the following before activating a club:

- The degree of contribution to the recreational, morale, and social needs of the base population.
- The scope of interest as determined by surveys and CORPORATE PRISM.
- Asset protection, safety, and liability factors.
- The financial impact of the operation on the MWR fund.

**1.3. Dues.** The club manager or officers must consider the following when establishing dues rates and payment schedules:

- Total club operating expenses not covered by sales and activity revenue.
- Current and projected membership.
- Future capital expenditures.

**1.4. Sales Policy.** Clubs may sell goods and services related to the purpose and function of the club, when the installation commander decides AAFES cannot provide this service. (See AFJIs 34-211, *Army and Air Force Exchange Service (AAFES) General Policies* (formerly AFR 147-7), and 34-210, *Army and Air Force Exchange Service (AAFES) Operating Policies* (formerly AFR 147-14)).

- Sales are limited to authorized club members (see AFI 34-101, *MWRS Programs and Patron Eligibility* (formerly AFR 215-1)).
- The installation commander approves merchandise consignment programs. MAJCOM/SV must approve consignment sales of firearms and ammunition.
- Members must not resell any items they purchase from the club.
- Goods sold at reduced prices will be offered to all members on a first-come, first-served basis.

**1.5. Snack Bars.** Snack bars and concession stands may be established according to AFI 34-201.

**1.6. Operating Procedures.** See AFMAN 34-135, *Other Recreation Membership Club Procedures*, for operating procedures for rod and gun, skin diving and scuba, parachute, yacht, and riding clubs.

## **Chapter 2**

### **WHAT PEOPLE DO**

**2.1. HQ USAF/SV.** The Air Staff is responsible for policy, resource allocation and oversight, and acts on requests for waivers to established policy.

**2.2. Air Force Services Agency (AFSVA).** The AFSVA provides operational guidance and technical support to major command (MAJCOM) and base-level programs. The Agency implements training programs to support activity managers and conducts centrally managed, Air Force-wide initiatives.

**2.3. Major Commands.** MAJCOMs establish command operating goals, perform operational oversight, and conduct MAJCOM-unique training and program initiatives.

**2.4. Services Squadron Commander or Director:**

- Determines that recreation membership clubs are operating according to the purposes for which they were established and the applicable instructions are being followed.
- Makes sure club activities are operated efficiently.

**2.5. Membership Support Flight Chief:**

- Approves club operating instructions.
- Reviews operations quarterly to ensure compliance with resale policies.
- Conducts weekly spot checks of firearm inventory records.

**2.6. Club Manager (or Designated Club Officer):**

- Provides employee training.
- Prepares, using CORPORATE PRISM and other data, required financial, program, facility, and equipment plans, budgets, and reports.
- Recommends resale prices and inventory levels to the membership support flight chief.
- Tracks performance against goals established under the Membership Support Flight section of CORPORATE STANDARDS.
- Develops long-range plans according to AFI 34-101.
- Reviews and updates operating instructions annually and ensures copies are available to club members.

**2.7. Advisory Committees.** These optional committees are comprised of club members and appointed representatives of appropriate base organizations. Their functions are the same as outlined in AFI 34-115. The Air Force encourages standing committees on safety, membership, publicity, and facilities.

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Director of Services